

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Collateral Top Secret Document Audit

FROM:

Director of Security
4E-60, Hqs.

EXTENSION

NO.

OS 1 0038

DATE

15 JAN 1981

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TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. D/FBIS
1005, Key

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FORM
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USE PREVIOUS
EDITIONS

15 JAN 1981

MEMORANDUM FOR: Director, Foreign Broadcast Information Service

FROM: [REDACTED]
Director of Security

SUBJECT: Collateral Top Secret Document Audit

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1. The Agency Top Secret Control Officer has advised that on 25 November 1980 and 18 December 1980, a followup audit was conducted of the Foreign Broadcast Information Service (FBIS) procedures for handling collateral Top Secret material. The persons contacted were [REDACTED] in the FBIS Registry and [REDACTED] in the Foreign Language Service Center (FLASC). This audit was part of the Office of Security's program to build an accurate data base for the computerized document control of collateral Top Secret documents and to insure inventory accuracy.

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2. The Foreign Broadcast Information Service (FBIS) creates and receives very few collateral Top Secret documents. A review of procedures for handling, controlling, and reporting collateral Top Secret material reflected no changes since the previous audit completed in January 1979. If desired, a copy of the previous audit report may be obtained from the Information Systems Security Group.

3. All collateral Top Secret documents on the audit list were accounted for and it was noted that FBIS continues to maintain excellent control procedures for handling collateral Top Secret material. The audit team was especially impressed with the requirement that all Top Secret documents be returned to the Registry at the close of business each day. Should you have any questions regarding this audit please contact the Agency Top Secret Control Officer/ISSG on extension [REDACTED] secure.

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